

**TOWN OF CHATHAM
COMMUNITY PRESERVATION COMMITTEE
APPLICATION AND APPLICANT INFORMATION FORM**

DATE:_____

PROJECT TITLE:_____

NAME OF ORGANIZATION:_____

ADDRESS:_____

TELEPHONE:_____

EMAIL:_____ **WEBSITE:**_____

NAMES OF GOVERNING BOARDS, TRUSTEES, DIRECTORS OR MEMBERS:

FEDERAL TAX IDENTIFICATION NUMBER (if non-profit):_____

PURPOSE: (please select all that apply):

☐ **Open Space**

☐ **Affordable Housing**

☐ **Historic Preservation**

☐ **Recreation**

SUBMITTER OR PROJECT DIRECTOR: (Name, Address, Phone Number):_____

TOWN COMMITTEE (if applicable):_____

FUNDING AMOUNT REQUESTED FROM CP FUNDS:_____

Please address the following questions (attach to this form):

1. Project description and specific objectives for the project. How does this project accomplish the goals of the CPA?
2. How does this project impact Chatham's citizens and address a current need? What is the estimated or target number of people this project will benefit/affect? How will you measure the success of this project?
3. Projected Action Plan and Timeline, including anticipated completion date. List steps needed to complete the project.
4. Please provide a full budget including the following information, as applicable:
 - a. Total amount of the project
 - b. Anticipated revenue sources including private/public/in-kind
 - c. Financial sustainability—how will the continuation of the project be secured after the grant?
 - d. Annual costs/expenditures once the project is operational, if any
 - e. Annual cost to the Town once the project is operational, if any
 - f. Potential revenue from project on an annual basis, if any. What entity will collect and control future revenue?
 - g. What is the basis for your budget? What are the sources of information you used?
5. Are there any legal ramifications/impediments to this project?
6. How is the project compatible with the Town's Comprehensive Plan? (Please cite specific sections.)
7. Do you have the authorization of the property owner?
8. Have the relevant Town Boards and committees expressed support for the project? What is the nature and level of community support for the project?

Note: A deed or preservation restriction may be required.

Please submit 12 copies of all project materials to the attention of the Chairperson of the Community Preservation Committee: 549 Main Street, Chatham MA 02633

GUIDELINES FOR PROJECT SUBMISSION

1. The CPC meets the first Monday of each month and is available to meet with any individual or group which wishes to discuss a project prior to submitting a complete application. Please call the chairperson to get on the agenda.
2. Application reviews begin in November. The committee may refuse to consider an application received after January 15.
3. Funds would be available on July 1 following approval at the Annual Town Meeting. Projects may have timelines extending to a maximum of five years after which funding will be discontinued. Annual updates on progress of the project are required.
4. Please include any maps, diagrams, and/or photos that pertain to your project.
5. The CPC will give preference to proposals which address as many of the following criteria as possible:

The acquisition, creation and preservation of open space;
The acquisition, preservation, rehabilitation and restoration of historic resources;
The creation, preservation and support of community housing for individuals and families at 100% or below area median income;
The acquisition, creation and preservation of land for recreational purposes;
Rehabilitation, or restoration of such open space, historic buildings, or landscapes, land for recreational use and community housing that is acquired or created with CPA funds.

CP funds may **not** be used for maintenance or to acquire or create or preserve facilities or land for a stadium, gymnasium or similar structure.

For examples of projects throughout the Commonwealth and additional information, go to:
www.communitypreservation.org

Community Preservation Committee

Robert Denn, Clerk	At-Large	508-945-9454
Victor DiCristina, Vice-Chair	Land Bank/Open Space Committee	508-432-7198
John Kaar, Chairman	Planning Board	508-945-2848
Bob Oliver	Historical Commission	508-945-1360
Jordan Popkin	At-Large	508-945-0523
Carol Scott	Conservation Commission	508-432-2528
Cynthia Small	Affordable Housing Committee	508-237-9183
Joanne Taylor	Chatham Housing Authority	508-945-1425
Ira Seldin	Parks and Recreation Commission	508-945-4464